



North Central District Health Department

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Patrice A. Sulik, MPH, R.S.
Director of Health

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT BOARD OF DIRECTORS

MINUTES OF REGULAR MONTHLY MEETING

November 8, 2017

Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut

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Members Present: Diane Wheelock, Mary Ann Turner, Linda DeGray, Maurice LaRosa, Valerie Romano, Ken Nelson, Jr., Fred Journalist, Dianne Trueb, Trish Vayda, Ben Rodriguez, Cathy Rebai, Len Norton, Maria Whelden, Bill Meier, Matthew Maynard, and Rick Zulick

Members Absent: Mary Schwab, Catherine Gregory, Valerie Romano, Dawn Maselek, and Vic Mathieu

Also Present: Patrice Sulik, Director of Health, and George Sinnamon, Auditor

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:01 PM after determining there was a quorum present.

Update of Audit Report

Our auditor, George Sinnamon, presented and reviewed a draft copy of the audit for the FY 2016-2017. He did not have any significant findings to report. After discussion, the auditor suggested that the Board decide how to handle the surplus from the audited year.

The Board also needs to decide what the Capital Reserve Fund will be used for and earmark the \$32,000 in the current fiscal year's budget (2017-2018). These items will be discussed further at the December Regular Meeting of the Board. After discussion, the auditor left the meeting.

Maria Whelden, Finance Committee Chair, stated that reviewing the proposed budget for FY 2018-2019 was a priority for today's meeting.

Director of Health Report

Patrice told the Board that the Thompsonville Fire Department has requested use of our parking lot for overflow parking when they have occasional evening meetings. Diane Wheelock made a motion, seconded by Mary Ann Turner, to allow the Thompsonville Fire Department use of our parking lot for overflow parking when they have evening meetings. The motion carried unanimously.

Action on Consent Agenda

Maria Whelden made a motion, seconded by Trish Vayda, to approve Budget Transfer Request #2, (Attachment 7) to transfer \$2,539.82 from Contracted Services line item to the Vaccines line item to purchase flu vaccine. The motion carried unanimously.

New Business

Proposed Draft Budget – FY 2018-2019

The proposed draft budget maintains the current per capita rate for Member-Towns. Discussion ensued.

During discussion of medical insurance, the 70% district's contribution to the employee's HSA account came up. Dianne Trueb made a motion, seconded by Maurice LaRosa, that the Board's 70% contribution to the employees' HSA account should be made in 26 equal installments. During discussion, it was suggested that the payments should be made quarterly instead. Dianne Trueb withdrew her motion.

Dianne Trueb made a motion, seconded by Maria Whelden, to fund the Board's 70% contribution to the employees' HSA account in four quarterly equal payments beginning December 1st. The motion carried with 9 in favor and 5 opposed - Nelson, LaRosa, DeGray, Turner, Journalist.

Under Maintenance & Repair, it was suggested that snow removal be broken out as a separate line item as it may change each year. Linda DeGray made a motion, seconded by Ken Nelson, to make snow removal a separate line item under Maintenance & Repair. The motion carried unanimously.

Under Publications & Subscriptions, Ben Rodriguez asked if it would be beneficial to the District to get a subscription to a newspaper or newspapers. Electronic subscriptions may have some value. Someone asked if we would be getting hard copies of the FDA Food Code from the State. The Department of Public Health may supply one copy to each local Health Department.

Under Capital Expense, a replacement schedule for the cars was discussed. There was consensus that two cars should be replaced this year and then adequate funding proposed to purchase one vehicle a year, which would keep our Fleet of ten vehicles up to date. The Preparedness Vehicle is a regional asset and not a part of the Fleet.

Mary Ann Turner would like to see \$15,000 added to Building Improvements and the computer hardware line brought up to \$10,000.

A Finance Committee Meeting will be scheduled to continue work on the budget so that it can be approved by the Board at the December Meeting and moved to Public Hearing at the January Meeting.

Diane Trueb left the meeting at 10:30 PM.

Len Norton and Matt Maynard left the meeting at 10:31 PM.

Adjournment

A motion was made by Ken Nelson and seconded by Maurice LaRosa, to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 10:32 PM.

Respectfully submitted,

Patrice Sulik
Secretary/Treasurer